

Report Forms

Data Package Deliverables: All data package deliverables are as per CLP or CLP like which the laboratory can produce with its own software. The regional DC-1 is provided to be used to inventory sample cooler shipments. The Data Package Inventory Checklist is provided to be used in the assembly of the data package for parameters other than CLP.

LAB NAME:
RECEIVED BY:

SDG NO.:

SIGNATURE:

CHECK THE APPROPRIATE RESPONSE:

CUSTODY SEAL(S)	PRESENT	ABSENT	INTACT	BROKEN
CHAIN OF CUSTODY (COC) RECORD				
TRAFFIC REPORT OR PACKING LIST				
AIRBILL / STICKER				
SAMPLE TAGS				
SAMPLE TAG NUMBERS ON CHAIN OF CUSTODY				
DATE RECEIVED BY LAB:				
TIME RECEIVED:				
DOES INFORMATION AGREE ON C O C, AND TAGS				
10. AIRBILL NUMBER				

SAMPLE TRANSFER		
FRACTION	DATE	BY

REVIEWED BY:

DATE:

LOGBOOK NO.:

LOGBOOK PAGE NO.:

DC-1

SAMPLE LOG-IN SHEET

[illegible]

Data Package Inventory Checklist (DC-2)

Lab Name:	DAS Number:	SDG Number:
City:	State:	Zip Code:
Order Number:	Parameter:	

Page Numbers From To		Check Lab EPA
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Inventory Sheet	XXXXXXX	XXXXXXX		
SDG Narrative	1			
SDG Cover Sheet/Traffic Report				
QC Data				
Sample Data				
Standard Data				
Blank Data				
Raw Data				
Preparation Logs				
Clean-up Logs				
Analysis Logs				
Internal Chain of Custody Logs				
Shipping / Receiving Documents				
Telephone / e-mail Logs				
Other Records				

Organization	Lab Inventory	Region 3 Auditor	EPA Verifier
Print Name			
Title			
Date			
Signature			

